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FPM LET. 273-1

UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM

LETTER

Washington 25, D. C.

ICP:MNJ:jp

August 4, 1961

FPM LETTER NO. 273-1

SUBJECT: NOTIFYING EMPLOYEES AND EMPLOYEE ORGANIZATIONS OF
IMENDING INSPECTIONS

Heads of Departments and Independent Establishments:

Beginning immediately, Commission offices will request installations and offices scheduled for inspection to notify all employees and the employee organizations with which the offices and installations normally do business of (1) the dates of Commission inspections, and (2) the fact that Commission inspectors will be available to receive pertinent information from both individual employees and employee organization representatives.

Although Commission inspectors have been meeting with employees and with employee organization representatives who want to volunteer views on personnel operations, it has not been the practice to provide for informing them routinely of forthcoming inspections. It is anticipated that the discussions resulting from these notifications may provide Commission inspectors with additional information upon which to base their evaluations of the effectiveness of personnel programs.

Agencies may use any effective means to inform employees and employee organizations about inspections. The methods used will be reviewed during inspections.

Commission offices will not normally request notifications of special or abbreviated inspections. Such requests may be made, however, if employee-management relations are to be reviewed intensively during special or abbreviated inspections.

INQUIRIES: Bureau of Inspections and Classification Audits, Ext. 5028

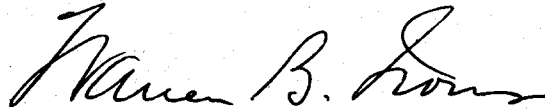
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FPM LETTER 273-1 (2)

There will be no change in our existing practices of avoiding discussions of the substantive aspects of specific cases and refraining from commenting on agency personnel management in contacts with employees and employee organization representatives.



Warren Irons
Executive Director

RC'D - IB/BSO
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